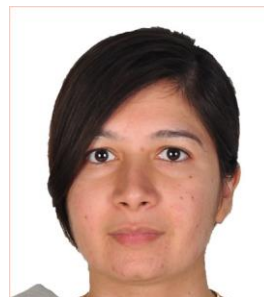





ATIBA SHARIF

FINANCE / ACCOUNTING PROFESSIONAL

PROFILE

Highly talented and result driven professional with thorough understanding of financial reporting and analysis, data processing, and generally accepted accounting principles. Hands on Financial Services and Banking experience with +5 year experience for directing and supporting financial operations and maintaining relationships with clients. Broad knowledge of budget planning and management, cash flow forecasting, and fund accounting for governmental and nonprofit entities. Effective accountant capable of developing internal controls that increase efficiency and enhance accuracy.



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- Commercial Banking
- Financial Analysis
- Auditing
- Cash Flow Control
- Banking Expertise
- Strategic Planning
- Cost Control & Reduction
- Budget Planning & Forecasting
- GAAP
- Team Building & Motivation
- Business Performance Improvement
- Customer Relations
- Decision Making
- Process Implementation
- Variance & Trend Analysis
- Risk Management
- Effective Delegation
- Conflict Resolution
- Research Capabilities

EXPERIENCE

THE BANK OF PUNJAB (DEC 2016 - JAN 2019)

Worked as **REMI TRAN OFFICER** and also act as **OPERATION MANAGER**.

OPERATION:

- Different transfer transaction of money transfer. KYC of recipient of cash in case of transfer of money.
- Managed all database providing reports as stipulated by regulatory and oversight bodies.
- Maintaining data confidentiality and updating secure banking system.
- Mentoring junior bank employees on customer service and sales technique.
- Preparing financial reports for customer and management.
- KYC of applicant/beneficiary in case of Issuance of bank instrument like Pay order/Demand draft/Universal cheques.
- Custody of Security Stationery and its destruction as per SOP's.
- Issuance of CQ Books, ATM cards, maintenance of records.

INTERNAL AUDIT:

- Rectification of Audit objections.
- Ensure efficiency to obviate chances of fraud, audit all transactions and documents.
- Improving audit category by improving branch working and implementing policies

PAYROLL:

- Salary of staff entries in the system.
- Handle Bonus and increment of the staff and transfer into their accounts.
- Handle monthly pension list and transfer into pension accounts.
- Handle travelling expense of the staff and take approval from competent authority and transfer into their accounts.

SAEED MART (DEC 2011 - JAN 2015)

Worked as **FINANCIAL & ACCOUNTING ANALYST.**

FINANCE:

- Prepare and analyse financial statement balance sheet, Income statement, cash flow statement.
- Produce all necessary statement and reports to enable accurate measurement of cash flow, profit and loss etc.
- Maintenance of Administrative and Financial Discipline.
- Ensure accurate processing of financial data in accordance with internal procedures.
- Providing accurate financial information to colleagues and senior managers.
- Develop financial and valuation models to evaluate operation performance and efficiency.
- Prepare statement of affairs and statement of income and expenses.
- Review monthly expenses to ensure that expenses are booked correctly and work with the accounting team to make any necessary reclassification.
- Determine financial status by comparing and analysing plans and forecasts with actual results
- Improve financial status by analysing results and variances; identifying trends; recommending actions
- Reconcile transactions by comparing and correcting data
- Provide information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations
- Researching and analysing industries, companies, historical financial statements and projecting financial information
- Building financial models and performing a valuation analysis
- Assisting in the management and execution of due diligence processes

ACCOUNTS:

- Maintain day-to-day control of all accounting systems.
- Prepare and analyse cash book cumulative General ledger, branch daily cash transaction, heavy transaction.
- Management /recording of Asset Inventory.
- Manage monthly, quarterly and annual closings.
- Administered accounts receivable and accounts payable
- Assisted with payroll administration
- Reconciled bank Statement
- Reviewed and processed expense reports
- Coordinated in audit process.

BOP TAQWA ISLAMIC BANK INTERNSHIP

Worked as **INTERNEE** for Six Weeks.

- Provide assistance to bank officers in projects.
- Perform clerical duties, take memos, maintain files and organize documents, etc.
- Shadow multiple office positions and train in a variety of tasks.
- Manage databases and input information, data and records.

EDUCATION

MBA FINANCE (2012-2015)

- Specialisation in Finance
- 3.56 GPA

B. Com (2010- 2012)

SKILLS

TECHNICAL SKILLS

- MS Office (MS-Word/ MS-Excel/ MS-Power point)
- Computer Software:
 - Flex cube (oracle based)
 - Telnet

ACHIEVEMENT & CERTIFICATES

- Certificate of RTO Test.
- Certificate of Service Quality Assurance.
- Certificate of Code of conduct.
- Awarded By Laptop for Performance in University.

REFERENCES

- Will be furnished on Demand